

Position: **Acquisition & Assistance Specialist**  
Grade: **FSN-11**  
To: **All Interested Candidates (Non Dominican applicants must possess legal Dominican residence and Dominican Cédula)**  
Opening Date: March 27, 2014  
Closing Date: April 11, 2014  
Work Hours: **Full time; 40 Hours/week**  
Salary Scale: (RD\$1,277,789.00 – 2,044,464.00)

The U.S. Agency for International Development in Santo Domingo is seeking an individual for the Acquisition & Assistance Specialist position on the Regional Contracting Office.

### **Basic Functions**

The Acquisition & Assistance (A&A) Specialist provides professional expertise in the acquisition and assistance field to USAID/Dominican Republic to support technical offices in the Mission for the achievement of implementation results and the development goals through contracts and grants, cooperative agreements and other acquisition and assistance instruments awarded by the Regional Contracting Office.

The incumbent is expected to perform the full range of procurement duties, including, but not limited to, developing comprehensive procurement planning strategies and implementing them by preparing correspondent solicitations and/or funding opportunities, analyzing, conducting evaluation teams, negotiation and finalizing the award for a variety of acquisition and assistance actions, as well as the management of said awards.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office: [santodomingoresume@state.gov](mailto:santodomingoresume@state.gov)

### **Qualifications Required:**

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. A Bachelor's degree in Business Administration, Economics, Marketing, Commerce, International Trade, Industrial Management, Law, Accounting, Finance or other Business related field.
2. Minimum 6 years of progressively responsible, professional A&A experience. The incumbent might demonstrate ability to perform at this level.
3. Level IV English, fluency in Spanish and English both oral and written is required.

**The Office of Human Resources will contact for testing purposes ONLY those applicants that meet all of the requirements.**

**ADDITIONAL SELECTION CRITERIA THAT MAY AFFECT THE FINAL HIRING DECISION INCLUDE BUT ARE NOT LIMITED TO: NEPOTISM, BUDGET, CONTINUITY IN THE POSITION, STAFFING GAPS, AND/OR THE NEED FOR THE APPLICANT TO HAVE A SECURITY CLEARANCE.**

### **ADDITIONAL SELECTION CRITERIA:**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.

2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. All information required in the Universal Application for Employment (DS-174) must be complete and in accordance with the resume. Failure to do so will result an incomplete application.
5. The candidate must be able to obtain and hold an unclassified security clearance.

### **TO APPLY**

Interested candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174), **and** a current resume or curriculum vitae.
2. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

### **SUBMIT APPLICATIONS TO:**

Office of Human Resources  
Attention: Sofia Dominguez  
e-mail: [santodomingoresume@state.gov](mailto:santodomingoresume@state.gov)

### **POINT OF CONTACT**

Sofia Dominguez  
Telephone: 809-731-4288  
Fax: 809-731-4372

**APPLICATIONS MUST BE RECEIVED BY CLOSE OF BUSINESS  
April 11, 2014**

The U.S. Mission in Santo Domingo provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.